



MASTER BUSINESS LICENSE PROGRAM

BUSINESS LICENSE CENTER

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

941 North Capitol Street, N.E. Washington, D.C. 20002

(202) 442-4311

INSTRUCTIONS FOR A HORSE DRAWN CARRIAGE BUSINESS Master Business License A

Please read and follow these instructions carefully. A correctly complete Master Business License application is critical to expedite the issuance of your business license. All responses are to be printed clearly in English.

1. Each Corporation, Limited Liability Company or Partnership doing business in the District of Columbia must be in good standing. For additional information please call (202) 442-4430 or visit the Business License Center on the 1st floor, Room 1100.
2. A Certificate of Occupancy is required for the use of commercial space in the District of Columbia. For additional information please call (202) 442-4567 or visit the One Stop Permit Center on the 2nd floor, Room 2300.
3. If not already registered, you are required to register for D.C. Business Tax with the Office of Tax and Revenue. You must complete and file a Combined Business Tax Registration Application (Form FR 500). For additional information, please call (202) 727-4829 or visit the Tax Customer Service Center that is also located at 941 North Capitol Street, N.E., Washington, D.C. on the 1st floor, Room 1110.
4. Approval is required from the District of Columbia Animal Control Division located at 1201 New York Avenue, N.E. Washington, D.C. 20002. For additional information please call (202) 576-7934. Attached you will find a permit application required by Animal Control Division. Please complete this form in its entirety prior to arranging an appointment with the Animal Control Division.
5. A Police Criminal Report is required. This can be obtained from the Metropolitan Police Department, 300 Indiana Ave., N.W., Room 3055.
6. A notarized Resident Agent Appointment Form must be completed by non-residents of the District of Columbia.
7. A Clean Hands Certification Form must be completed by the applicant.
8. Bring your completed application to the Business License Center for processing. For additional information, please call 202-442-4311.
9. The license fee is one hundred dollars (\$100.00) for a carriage and thirty dollars (\$30.00) for each horse used in the operation of the business. Once your application has been processed, proceed to the cashier on the 1st floor. Payment

may be as follows: cash, check, money order or credit card (Master Card, Discover, and American Express). All checks and money orders are to be payable to the D.C. Treasurer.

Thank you for your interest in conducting business in the District of Columbia.

NOTICE

TO REPORT WASTE, FRAUD OR ABUSE BY ANY GOVERNMENT OFFICE OR
OFFICIAL CALL THE INSPECTOR GENERAL AT 1-800-521-1639